

MILPERSMAN 1320-010

TYPES OF ORDERS

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
			COM	(901) 874-4148
			FAX	882-2693

1. **Change of Duty Orders**. Change of duty orders detaches a member from one duty station and assigns the member to another station. The type of duty from which the member is detached or to which assigned may be either temporary or permanent duty.

a. **Permanent change of station (PCS)** orders involve detachment from one permanent duty station (PDS) and assignment to a new PDS. Periods of temporary duty may be included in orders that assign a new PDS upon completion of the temporary duty.

b. **Temporary duty (TEM DU)** orders involve detachment from one station and assignment to another station or stations for TEM DU pending further assignment to a new PDS or for return to the old permanent station. Members on TEM DU are not attached to any PDS.

2. **Additional Duty Orders (ADDU)**.

a. Additional duty orders assign a member to a duty that member is to perform in addition to and in conjunction with that permanent duty. No travel is authorized by ADDU orders unless specifically stated in the orders.

b. The following types of ADDU orders for officers must be issued only by Navy Personnel Command (NAVPERSCOM):

(1) Any ADDU orders that result in an increase in basic pay or allowances of the officer (e.g., hazardous duty, additional duty in a flying status involving operational or training flights (DIFOPS), or duty that entitles the officer to incentive pay).

(2) Any ADDU orders that would entitle the officer to reimbursement for travel expenses.

(3) Any ADDU orders of a permanent or semi-permanent nature (more than 6 months in duration) to a command other than the officer's parent command where they perform paramount duty.

(4) Any ADDU orders to an officer assigning them to command.

c. Any ADDU orders for officers other than those in the above four categories may be issued locally at the discretion of the local CO.

3. Temporary Additional Duty Orders (TEMADD)

a. Temporary additional duty orders assign a member to TEMDU in addition to present duties, and direct the member upon completion of this TEMADD to resume regular or temporary duty. When travel is involved, one journey away from the member's duty station to one or more places, and a return journey to the duty station are directed in the orders. TEMADD orders automatically expire when the member returns to the duty station from which the individual proceeded on TEMADD unless such return is incident to necessary change of train or plane en route to the next TEMADD station involved in the orders and no unnecessary delay is taken in making such change unless the member returns for personal reasons in a liberty or leave status. Personnel on TEMADD remain attached to the station from which they initially proceeded on TEMADD, as well as being subject to the command of each CO to whom they may report for TEMADD.

b. Competent orders for members attached to nuclear-powered, two-crew submarines undergoing training or rehabilitation (TRAHAB) away from the submarine or its home port will be worded "for temporary additional duty TRAHAB."

c. Verbal or written TEMADD orders which have the effect of making members on active duty a part of the work force of any Federal activity or agency outside the Department of Defense, may be issued only when those assignments have been approved by NAVPERSCOM. This policy is not to be construed to require NAVPERSCOM approval of the following types of TEMADD orders issued by competent authority for members who are

(1) performing TEMADDINS.

(2) participating in athletic events.

(3) serving as escorts for Congressmen, foreign military officers, and other dignitaries.

(4) attending authorized meetings, conferences, and seminars.

(5) performing TEMADD required to meet the Chief of Naval Operations assigned mission of the activity, e.g., liaison between naval research and development laboratories and other federal activities such as the Federal Aviation Administration.

(6) participation in house hunting in conjunction with PCS orders.

(7) issuance of orders for naval personnel to appear in Federal Court as witnesses on behalf of the Federal Government as guided by the provisions of the Judge Advocate General (JAG) Manual.

4. **Repeat Travel Orders.** Repeat travel orders authorize a member to perform, in addition to present duties, such travel from time to time as necessary for a purpose stated in the orders, the travel being from the duty station to (and from) points designated in the orders. Repeat travel orders are issued only by NAVPERSCOM to members in billets that require regular and frequent trips away from their duty stations in the performance of assigned duties.

5. **First Duty Orders.** First duty orders (first set) assign the following to a PDS:

a. Inactive personnel.

b. Persons being newly commissioned from civilian status.

6. **Temporary Active Duty Orders.** Temporary active duty orders (first set) assign inactive members to TEMDU for a limited or specified period of time, and direct, upon completion, release to inactive duty.

7. **Release From Active Duty Orders.** Release from active duty orders or separation orders are any orders that separate members from active duty in the naval service.

8. **Training Duty Orders.** Training duty orders assign Naval Reserve members to training duty.

MILPERSMAN 1320-020

MESSAGE ORDERS FOR INACTIVE DUTY RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-812)	Phone:	DSN COM FAX	882-3208 (901) 874-3208 882-2738
---------------------------	--------------------------	--------	-------------------	--

1. Purpose

a. The contents of message orders contained in this article (referred to as "Forms") will be used by recruiting offices, or other commands as appropriate, as guides in preparing written orders in proper order format to be delivered to each officer concerned. Each of these forms (ALPHA - ECHO) are divided into two parts:

(1) Part I: to be used by the Navy Personnel Command (NAVPERSCOM) to transmit the message orders to the action addressee for issuance of the orders;

(2) Part II: to be used by the action addressee (recruiting offices or other commands as appropriate) upon receipt of Part I to issue the orders in implementing Part I.

b. The combination of Parts I and II will be transmitted by the action addressee in Part I to each officer concerned with ample copies for:

(1) disbursing officers

(2) movement of family members and household goods

(3) use by the officer in compliance with the orders

2. Message Orders by Telegram. In cases where message orders are relayed to an officer by telegram, the following action will be taken:

a. The originating authority shall send the complete orders in the prescribed form.

b. The officer concerned, upon presentation to the disbursing officer, shall endorse on the telegram they received the words "Original orders received" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

3. **Form ALPHA**. Form ALPHA is to be used for an officer who has accepted a commission with no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM ALFA MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP
NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery (BUMED) reveals evidence of a defect of condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not

physically qualified and the unexecuted portion of your orders will be canceled.

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officers, forward an additional copy to the cognizant bureau, command, or office), to the Chief of Naval Air Reserve Training, if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to BUMED and (insert the information addressees on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from active duty until such time as is necessary to (fill-in reporting instructions).

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting instructions).

4. Accounting data: (fill-in)

5. Travel via private conveyance is permitted at your option for your personal convenience.

6. You are advised to make no personal plans for active duty until found physically qualified and not to move family members until you have reported for duty and have suitable quarters for them.

7. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

8. If serving under orders authorizing your participation in a Naval Reserve Program in a pay or nonpay status, you are directed to request termination of your inactive duty training orders, via the appropriate chain of command, to be effective not later than the day preceding the date of reporting to active duty in compliance with these orders.

4. **Form BRAVO.** Form BRAVO is to be used for an officer who has accepted a commission with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM BRAVO MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS
WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in)), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, 7, 8, and 9 are the same as in Form ALFA.

5. **Form CHARLIE.** Form CHARLIE is to be used for an officer who has not accepted a commission and has no waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM CHARLIE MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS
WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of the physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALFA.

6. **Form DELTA.** Form DELTA is to be used for an officer who has not accepted a commission but with a waiver of physical defects. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM DELTA MILPERSMAN 1320-020. LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS
WAIVED LTR (REF & DATE) PROREP NAVSTA NORVA ON 10 AUG ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Upon acceptance of appointment as (fill-in) proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. (Reservists will be considered physically qualified for assignment to active duty provided they meet the physical standards set forth in the NAVMED P-117, Manual of the Medical Department. Where appropriate, a conditional waiver of physical standards may be granted per the NAVMED P-117.) You are ordered to temporary active naval service for this purpose and considered in temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117 (MANMED 15-77). Since physical defects were waived by NAVPERSCOM (PERS-(fill-in), further waiver will not be required if disabilities are essentially the same as to character and degree. If found physically qualified, or if a conditional waiver is granted by the examining activity, and a later review of your complete medical record by the Bureau of Medicine and Surgery reveals evidence of a defect or condition which is considered to be of sufficient importance to preclude the reasonable performance of the duties of your grade and designator on the active list, you will be considered not physically qualified and the unexecuted portion of your orders will be canceled.

NOTE: Paragraphs 2, 3, 4, 5, 6, and 7 are the same as in Form ALFA.

7. **Form ECHO.** Form ECHO is to be used for an officer being ordered to temporary active duty, then released to inactive duty. See below for examples of both parts of this form.

Part I - Example:

UNCLAS NAVPERSCOM ORDER NR 146210 FORM ECHO MILPERSMAN 1320-020.
LT BYRON G WHITE 628156/1105 222 W MADISON ST LYNN MASS PROREP
CNO WASH DC ON 10 AUG TEMAC ABOUT 2 MONTHS. COMPL TEMAC DIRDET
AFTER PHYSEXAM. RETURN LYNN MASS ARRIVAL REGARD REL ACDU.

Part II - Example:

From:

To:

Ref: NAVPERSCOM message (date/time group)

1. Proceed and report to (fill-in) for physical examination, including flight physical if being ordered to DIFOT. You are ordered to temporary active naval service for this purpose and will be considered in a temporary active duty status during the time required and travel necessary. If found physically qualified within 12 months prior to the effective date of these orders and no substantial change in your physical condition has occurred, a physical examination is not required under NAVMED P-117, Manual of the Medical Department (MANMED 15-77).

2. If found not physically qualified, immediately return to the above address. Upon arrival at the above address consider yourself released from temporary active duty and forward a copy of these orders with all endorsements to the Navy Personnel Command (Staff Corps officer, forward an additional copy to the cognizant bureau, command, or office), to the Commander, Naval Reserve Force if appropriate, and to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149. In this event, the examining medical officer shall advise NAVPERSCOM by message referencing these orders, stating defects in detail together with action taken and recommendations, if any, with information copies to Bureau of Medicine and Surgery and (insert the information addresses on these orders).

3. If found physically qualified, immediately return to the above address. Upon arrival at the above address, consider

yourself released from active duty until such time as is necessary to (fill-in reporting and detaching instructions.)

NOTE: Alternate paragraph 3 to be used when a future reporting date is not specified: If found physically qualified, (fill-in reporting and detaching instructions.)

4. Accounting data: (fill-in)

5. If the period of duty specified by these orders is 90 days or more, travel via private conveyance is permitted at your option for your personal convenience.

6. A certified copy of these orders, with all endorsements, shall be forwarded to the Naval Reserve Personnel Center, New Orleans, Louisiana 70149.

7. This assignment to active naval service is subject to your consent.

8. This duty is creditable under 10 U.S.C. 12732 for retirement point accounting when properly substantiated.

9. If service under orders authorizing your participation in a Naval Reserve Program, in a pay or nonpay status, your orders to inactive duty training are not terminated but are not effective during your period of temporary active duty. Your orders to inactive duty training are effective the day following completion of your temporary active duty.

MILPERSMAN 1320-030

DELEGATION OF AUTHORITY TO ISSUE ORDERS AND ADMINISTRATIVE CONTROL OF ORDERS AND TRAVEL

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
			COM	(901) 874-4148
			FAX	882-2693

Governing Directives	OPNAVINST 4650.15
	Joint Federal Travel Regulations (JFTR), Volume I
	NAVPERS 15559B, Officer Transfer Manual
	NAVPERS 15909G, Enlisted Transfer Manual

1. Authority to Issue Orders

a. Competent orders for **officers** are issued and approved by Chief of Naval Personnel (CHNAVPERS), or commands authorized by CHNAVPERS.

b. Orders for **enlisted** personnel are issued or approved by Navy Personnel Command (NAVPERSCOM), or by commands authorized by NAVPERSCOM.

c. Orders signed by Assistant Chief of Distribution or by Acting CHNAVPERS shall have the full force and effect of orders issued by CHNAVPERS.

d. Orders issued by CHNAVPERS or NAVPERSCOM may be modified only by CHNAVPERS or NAVPERSCOM. In this regard, port calls issued by Navy Passenger Transportation Offices (NAVPTO) in connection with transoceanic or international travel are considered to be an authorized modification to orders. See OPNAVINST 4650.15.

2. Delegation of Authority to Field Commands. Only CHNAVPERS or NAVPERSCOM can delegate authority to field commands to issue orders and such authority is limited to specific types of orders. Commands that have been authorized by CHNAVPERS or NAVPERSCOM to issue orders may direct subordinate commands to issue orders to personnel by name or number, for specific assignments, or for travel. Orders issued to officers by field

commands must reference the authority to issue orders delegated by CHNAVPERS.

3. **Change of Duty Orders Involving Flying Status.** Unless so stated, the delegating authority to issue change of duty orders shall not authorize other commands to order officers to or from a duty involving flying status. Care should be taken to retain the phrase "duty in a flying status" in all orders that order members to/from duty involving flying.

4. **Administration of Travel**

a. Navy Personnel Command is charged with the administration of travel by Navy personnel and their family members. Travel regulations and entitlements are contained in volume I of JFTR, NAVPERS 15559B, and NAVPERS 15909G; and supplementary instructions published as instructions and notices. Orders shall be as complete as practical. When members are entitled to transportation of family members and shipment of household goods at Government expense, or when travel at personal expense subject to reimbursement is authorized, individual orders shall be issued to each member.

b. Each fiscal year funds are appropriated for the travel of those naval personnel and family members issued orders under the authority of CHNAVPERS or NAVPERSCOM. To conserve these funds and make them suffice for the entire fiscal year, it is the responsibility of every command delegated authority to issue orders to stay within any quarterly allotments granted to them and to limit travel to that considered essential and in the best interests of the Navy.

MILPERSMAN 1320-040

REQUIRED SIGNATURES ON PCS ORDERS WRITTEN IN THE FIELD

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN	882-4183
			COM	(901) 874-4183
			FAX	882-2693

1. Policy

a. Orders, extensions, or modifications thereof in letter form originated and written in the field shall be signed only by the commanding officer (CO) of the command authorized to issue orders, or by a subordinate to whom the CO has specifically delegated, in writing, such authority. When signed by a subordinate, the words, "by direction of the (command title)" shall appear after the title of the office of the subordinate. The delegation of signature authority by the CO does not relieve the accountable officer of liability for funds expended under that authority.

b. Letter orders to officers written in the field that quote or reference a letter directive, or message orders issued by Chief of Naval Personnel or by a field command authorized to initiate orders, are competent orders and may be signed "by direction" by a subordinate specifically designated by the CO or officer in charge.

MILPERSMAN 1320-050

FACSIMILE SIGNATURE FOR SIGNING ORDERS

Responsible Office	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

1. Policy

a. The facsimile signature of the commanding officer (CO) of a command authorized to initiate orders may be used for the purpose of signing orders to naval personnel instead of the signatures prescribed. Orders so signed shall be considered competent if initialed by a subordinate to whom the CO has specifically delegated, in writing, such authority.

b. Use of the facsimile signature of Chief of Naval Personnel (CHNAVPERS) by personnel attached to Navy Personnel Command for signing orders, extensions, modifications, or endorsements to orders is limited to personnel who have been specifically authorized in writing by CHNAVPERS to initial their facsimile stamp for that purpose.

c. The facsimile signature of a flag officer, area coordinator, or CO of any command in the field who has been authorized by the CHNAVPERS to issue specific type orders or types of orders may be used as his official signature for signing orders. Such orders shall be considered competent if initialed by a subordinate to whom the CO has specifically delegated, in writing, such authority.

d. Facsimile stamps must be properly safeguarded and used only for the specific purpose or purposes authorized.

MILPERSMAN 1320-060

PERMANENT CHANGE OF STATION TRANSFER ORDER (PCSTO), DELIVERY, INTERPRETATION, AND EXECUTION

Responsible Office	NAVPERSCOM (PERS-455)	Phone:	DSN	882-4148
			COM	(901) 874-4148
			FAX	882-2693

Governing Directives	Catalog of Navy Training Courses (CANTRAC), Volume 2 NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909G, Enlisted Transfer Manual OPNAVINST 4650.15
---------------------------------	--

1. **Policy.** Permanent change of station transfer orders, both letter and message, will be written using plain language with a minimum of codes, abbreviations, and acronyms so orders will be more easily understood and will not require translation prior to execution. Only standard abbreviations (e.g., EDA, EDD, NLT, NET, PRD, ACC, DNEC, CONV, BSC, etc.) and activity titles will be used as they appear on other automated documents. Abbreviated course titles may also be used along with the course identification numbers as listed in CANTRAC, volume II.

2. **Disposition of Orders**

a. Original letter orders and any modifications will be mailed to the Personnel Support Activity Detachment (PSD) assigned in support of the officer's activity. Activities not supported by Pay and Personnel Administrative Support System (PASS) office will receive original letter orders direct.

b. Message orders will be transmitted to the activities involved with the order via the Communications Centers serving them. Message orders shall be locally reproduced by the PASS office supporting the member. One copy will be certified "Original Message" over the signature of the commanding officer (CO) or officer-in-charge of the processing activity (or their designated representative). In cases where message orders are relayed to a member by telegram, the following action will be taken: the officer concerned, upon presentation to the disbursing officer, shall endorse the telegram received, with

the words "Original Orders Received" and affix their signature. This certification will be sufficient to enable the disbursing officer to make reimbursement for mileage without further confirmation.

c. Commands receiving orders shall promptly deliver such orders and each modification, if any, of orders to the member and shall indicate delivery by an official delivering endorsement on the orders or modifications.

d. Although the order will be addressed via activities providing personnel support, they are directed to the member being transferred. Authority to specify the detachment date within the month of detachment remains with the member's reporting senior.

e. Orders to officers shall direct their detachment from their primary duty only, unless they have been assigned accountable duty. Officers with additional duty at other activities will be considered detached from such duty upon their detachment from their primary duty. Reference to additional duty shall not be made in detaching orders. Upon detachment, information copies of the orders shall be furnished to the activity or activities to which an officer has been assigned additional duty.

f. Procedures for processing a member's orders are found in NAVPERS 15559B, chapter 2; or NAVPERS 15909G, chapter 23.

3. **Reporting for Duty**. In carrying out the order, officers shall report to the CO or commander of the activity named in the orders for permanent duty, permanent duty under instruction, temporary duty, or temporary duty under instruction, etc., unless otherwise specified in the orders. Deviation of the order must be approved by CHNAVPERS, and when required, a modification issued prior to the member's detachment form, or reporting to, the final activity stated in the order. Application procedures are found in NAVPERS 15559B, chapter 2.

4. **Proceed Time and Travel Time**

a. The date of detachment is a day of Leave, PT, or Travel Time (TT). Date of detachment is only a day of duty if the member detaches and reports on the same day with no allowable TT. The day of arrival is a day of duty. When a member is detached from one permanent duty station and is ordered to

another permanent duty station, the orders may allow 4 days proceed time, as outlined in MILPERSMAN 1320-090, in addition to travel time outlined in MILPERSMAN 1320-100. The word "proceed" is synonymous with "commence travel" and should not be construed as entitlement to proceed time.

b. Unless a specific reporting date is directed in the order, members ordered to report for duty at a place or to proceed to any point and report for duty shall do so within 4 days after date of detachment, exclusive of the proceed time, travel time, and authorized leave provided in the order or delineated elsewhere in this manual. See OPNAVINST 4650.15 concerning circuitous travel for constructive travel time when traveling via a circuitous route.

c. Where there is some degree of urgency for a member to report to a new station and there is no known requirement for the full 4 days proceed time, orders shall specify a time frame within which the member must report for duty, e.g., "Upon detachment, proceed and report NLT 12 hours after detachment, exclusive of travel time."

5. **Detaching Instructions**. Definition of specific detaching instructions appearing in the detaching activity section of the orders is found in NAVPERS 15559B and NAVPERS 15909G.

MILPERSMAN 1320-070

APPLICATION FOR REVOCATION OR MODIFICATION OF ORDERS

Responsible Office	NAVPERSCOM (PERS-455F)	Phone:	DSN	882-4173
			COM	(901) 874-4173
			FAX	882-2693

Governing Directives	NAVPERS 15559B, Officer Transfer Manual
	NAVPERS 15909G, Enlisted Transfer Manual

1. **Policy.** Applications for the revocation or modification of orders, shall be made in official form and through the prescribed channels, and shall state precise reasons. An application for the revocation or modification of orders does not justify any delay in their execution if the member ordered is able to travel.

2. **Procedures for Applicants**

a. As soon as a need is established the application for approval must be sent to Chief of Naval Personnel for officers, or the appropriate code within Navy Personnel Command for enlisted, for consideration and appropriate action to be taken prior to the member's execution of orders.

b. Procedures for submitting these applications are found in NAVPERS 15559B, chapter 2 and NAVPERS 15909G, chapter 14.

MILPERSMAN 1320-080

ORDERS AUTHORIZING TRAVEL WITH OR WITHOUT REIMBURSEMENT

Responsible Office	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

1. General

a. Original written orders issued by competent authority are required for official travel and for reimbursement of expenses incident thereto, except as provided in Joint Federal Travel Regulations, volume 1 and Navy Travel Instructions for members in the special category of duty with, or under training for, the Military Airlift Command, Marine Corps Transport Squadrons, or Fleet Tactical Support Squadrons, while on duty away from their permanent stations. Message orders when properly endorsed, or orders written in the field which quote or reference a letter directive, TWX, NTX, or message orders issued either by Navy Personnel Command (NAVPERSCOM) (PERS-454), or by field commands who are authorized to initiate orders.

b. Orders given in the field which quote or reference verbal orders received from competent authority must be confirmed by the authority who gave such verbal orders within 7 days of issuance. Confirmation must be accomplished by reducing the verbal orders to writing or by approving orders given in the field referencing such verbal orders. Reimbursement for travel expenses under such orders may not be made until such confirmation is obtained.

c. Travel orders in any of the above categories which are not originated by competent authority must be approved by Chief of Naval Personnel or NAVPERSCOM to allow reimbursement for travel expenses incurred in compliance with orders.

d. If separate orders have not been issued by higher authority, commanding officers, when transferring enlisted members who are entitled by law to transportation of family members and household goods at government expense, shall prepare individual orders to them by name in order to lessen the

possibility of problems that might arise in regard to the payment of claims or procurement of transportation.

e. Commands should not direct members to perform travel on official Navy business without furnishing necessary transportation or without wording the orders to provide for reimbursement of transportation expenses. When travel may be desirable from the Navy's viewpoint but cannot be justified sufficiently as official Navy business to warrant the expenditure of limited travel funds, or when a member requests administrative absence for purposes specified elsewhere in this manual, any command which has authority to issue temporary additional duty orders may write an "authorization" permitting the member addressed to travel at no expense to the government. Such authorization must always contain the following clause:

"This permissive travel authorization is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses in connection with its execution. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization and it will be considered canceled."

f. Reimbursement for transportation and for expenses incident to travel performed in obedience to orders is allowable only from the place to which the orders are addressed. In the event an activity receives travel orders incorrectly addressed and the member concerned is no longer at that address, the orders should not be forwarded until the command issuing the orders has been advised and issues necessary instructions. Generally, the issuing command should reissue the orders to the correct address.

2. Travel Abroad

a. Members ordered abroad shall obtain passports as specified in Navy Passenger Transportation Manual (OPNAVINST 4650.15).

b. Arrange all official transportation and related supplemental services such as no-fee passports and visas through the Navy Passenger Transportation Office at the appropriate Personnel Support Activity Detachment.

3. **Temporary Duty (TEMDU)**. All orders to TEMDU which must be accomplished during a specific period, e.g., a course of instruction convening on a certain date, shall specify the required reporting and per diem entitlement commencement date. This date shall be determined and specified by the order issuing and/or delivering authority following:

a. **Orders to temporary duty under instructions (TEMDUINS)** shall direct the member to "report not later than (date)." This date normally should be 1 day prior to the scheduled commencement of the TEMDU to permit a reasonable period for administrative processing. Further the orders shall direct the member to "report not earlier than (date)." In most cases this date should be 1 day prior to the "not later than date." In addition, the orders shall state:

"Per diem entitlement commences (report not earlier than date) unless the early detachment or early commencement of temporary duty is determined to be in the best interests of the government."

The "report not earlier than" date is applicable to each intermediate duty station. Procedures for reporting endorsements for members who arrive at the TEMDU station prior to the "report not earlier than" date are prescribed in MILPERSMAN 1320-140 governing endorsement of orders upon reporting for duty.

b. **Detaching endorsements on all orders directing TEMDU en route to a permanent duty station** shall include the following statement:

"Entitlement to per diem for the TEMDU directed by these orders will be per MILPERSMAN 1320-080."

When a member must be detached earlier than the latest date determined necessary to permit reporting on the required date, considering allowable travel time and leave desired, the detaching command shall include the following statement in the orders or the detaching endorsement:

"Detachment this date considered in the best interests of the government because (fill-in)."

Acceptable reasons for early detachment are utilization of barracks space, ship movements, uncertain transportation schedules to be utilized by members traveling from duty stations outside the United States, or for any other specific good and sufficient cause.

c. **The above endorsements and "report not earlier than" dates** for enlisted members shall be entered on NAVCOMPT 536, Standard Transfer Order under Supplemental Instructions for Intermediate Reporting.

MILPERSMAN 1320-090

PROCEED TIME IN EXECUTION OF ORDERS

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

1. Proceed Time

a. Proceed time is a period of time not chargeable as leave, delay, or allowed travel time. It is granted for the purpose of facilitating necessary personal arrangements inherent in certain permanent change of station (PCS) orders.

b. The amount of proceed time permitted is dependent upon the urgency of the transfer but will not exceed 4 days.

c. The word "proceed" is synonymous with "commence travel status" and should not be construed as entitlement to proceed time.

2. Time According

a. Any delay authorized is chargeable as leave and is in addition to proceed and travel time. The day of detachment is a day of travel or leave as applicable.

b. When the member is detached from overseas duty, starts and finishes overseas travel, and arrives in the 48 contiguous United States or District of Columbia on the same day, that day is considered a day of travel for elapsed time accounting.

3. **PCS Order Terms and Definitions.** When authorized by subsequent paragraphs, the following terms used in PCS orders, as displayed in the table below, indicate the amount of proceed time authorized:

WHEN a PCS order reads...	THEN report within...
Report or proceed and report (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.
Report or proceed and report without delay (48 hours proceed time)	48 hours, exclusive of travel time, subsequent to detachment.
Report or proceed and report immediately (12 hours proceed time)	12 hours, exclusive of travel time, subsequent to detachment.
Ultimate assignment - FOR DUTY/DUINS (4 days proceed time)	4 days, exclusive of travel time, subsequent to detachment.

4. **When Is Proceed Time Authorized**

a. Proceed time is authorized only when members are executing PCS orders to or from

(1) ships or mobile units having a sea/shore rotation code of two or four;

(2) an "all others" tour; and

(3) overseas accompanied tours, includes from overseas to overseas, but not in same geographical location.

b. Commanding officers of ships changing home port may authorize proceed time only in conjunction with the movement of

(1) household goods, or

(2) a member's private owned vehicle.

c. Proceed time shall not be construed as authority to miss reporting dates and times specified in the orders. A modification or cancellation of the unexecuted portion of the original orders received at any point between the old and the new PDS does not entitle the member to additional proceed time.

d. Entitlement to proceed time for members not specifically authorized in this article shall be determined by Chief of Naval Operations (N13).

5. **Types of Orders Not Authorized Proceed Time**. Regardless of other considerations, proceed time is not authorized in conjunction with the following types of orders, as displayed in List "A" and List "B" below.

6. **Order Type List "A"**. The following order types are not authorized proceed time:

a. Orders from inactive duty:

Home,
Place of enlistment,
Recruiting station or recruit training center,
Officer Candidate School,
NROTC, or
Naval Academy.

b. To:

Active duty at a permanent duty station.
Temporary duty under instruction of less than 20 weeks.
Temporary duty of 6 months or less and then to a permanent duty station.

c. Orders to:

An activity for separation processing,
Home from a separation activity, or
Proceed to the locale of the member's choice upon separation.

d. Orders to temporary additional duty.

e. Orders for group travel, i.e., orders issued to three or more members traveling in a group from the same point or origin to the same destination under one order, which has been designated a "group travel order" by the order issuing authority.

7. **Order Type List "B"**. The following additional order types are not authorized proceed time:

- a. Orders that have no-cost to the Government provision.
- b. Orders to enlisted members expressing haste, i.e., leave is not authorized by the order issuing authority.
- c. Orders between two ships having the same home port.
- d. Orders for leave, except where prevailing instructions grant leave as delay in reporting in connection with a transfer.
- e. Orders to and from units afloat and ashore located in same metropolitan areas or less than 25 miles apart.

8. **Metropolitan Area**

- a. A metropolitan area is defined as the corporate limits of the city or town in which the member is stationed.
- b. The home port of the unit afloat should be used in determining entitlement to proceed time regardless of ship location.
- c. The following examples are provided:

Example 1: Member on shore duty at Cecil Field, FL is directed PCS to a ship home ported at Mayport: Proceed time is not authorized since both Mayport and Cecil Field are within the corporate limits of Jacksonville, FL.

Example 2: Member on shore duty at Coronado, CA is directed PCS to a ship home ported at San Diego, CA: Proceed time is not authorized since Coronado and San Diego are less than 25 miles apart, even though in different corporate limits.

9. **Permanent Duty Station**

- a. Permanent duty station (PDS), as used in this article, is defined as the assignment

(1) to duty by PCS orders at the same activity for a period of more than 6 months, or

(2) assignment to a school or combination of schools at the same location for a period of 20 weeks or more,

the limits of which are the corporate limits of the city or town in which the member is stationed, or homeport in the case of members assigned to an afloat unit.

b. If the member is not stationed in an incorporated city or town, the official station is the reservation, station, or established area, or, in the case of large reservations, the established subdivisions thereof having definite boundaries within which the designated post of duty is located.

10. **One-Period Proceed Time Limitation for En Route TDY.** Only one period of proceed time may be authorized in the execution of orders directing a member to proceed to one or more temporary duty stations en route to a PDS. Once initiated, proceed time shall be used consecutively whether or not the member avails themselves of all or part of the total authorized proceed time. Use the rules in the table below to determine how proceed time is to be authorized during en route TDY:

WHEN the member elects to use proceed time	THEN	AND
prior to reporting to a temporary duty station,	the orders shall so indicate,	proceed time shall not be authorized upon detachment from the temporary duty station.
upon detachment from the temporary duty station,	the following statement shall be entered on the member's orders: "MBR ELECTED PROCEED TIME UPON COMPL TEMDU."	

11. **Reversing Denial/Grant Decisions.** Use the rules in the table below to reverse entitlement denial or authorization decisions:

WHEN	THEN	AND
a member has been denied proper entitlement to proceed time by the transferring command,	the receiving command can reflect proper entitlement on NAVCOMPT 3068, Reporting (Arrival) Endorsement to Orders - (Officer-Enlisted) (OCR).	
it is determined by the receiving command that the proceed time should not have been authorized,	leave must be charged,	the member should be assisted in submitting a petition to the Board for Correction of Naval Records (BCNR) with appropriate evidence to support petition.

MILPERSMAN 1320-100

TRAVEL TIME IN EXECUTION OF PERMANENT CHANGE OF STATION ORDERS AND TEMPORARY ADDITIONAL DUTY ORDERS

Responsible Office	NAVPERSCOM (PERS-454C)	Phone:	DSN	882-4198
			COM	(901) 874-4198
			FAX	882-2693

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I, Chapter 5, Part B
	Joint Federal Travel Regulations (JFTR), Volume I, paragraph U7200
	Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4, Part D
	NAVPERS 15559B, Officer Transfer Manual, Chapter 2

1. Calculating Travel Time for PCS

a. Authorized travel time incident to a permanent change of station (PCS) will be calculated under the procedures set forth in Joint Federal Travel Regulations (JFTR), volume 1, chapter 5, part B, for the mode or modes of transportation actually used and authorized in the PCS orders.

b. In no case will the authorized travel time exceed that required to perform travel by the mode of transportation directed in the PCS orders. The travel time authorized here is in addition to the proceed time which is otherwise authorized. No travel time will accrue on PCS orders which are permissive in nature and include a no-cost to the government provision.

2. Calculating Travel Time for Members Performing Funded Leave Travel

a. Calculation of travel time for members who are authorized to perform funded leave travel in connection with consecutive overseas assignments as prescribed in JFTR, paragraph U7200, will be the time required for direct travel between the authorized points.

b. In calculating travel time, the member's home or other authorized destination will be treated as if it were a temporary duty (TDY) station en route on a PCS. The day of arrival at, and the day of departure from, the authorized leave travel destination are both considered a day of travel. All additional time at the leave travel destination is charged as leave. Travel time in excess of that required for travel via the direct route is charged as leave.

c. Leave travel under this part is to be performed by common carrier to the maximum extent possible or as authorized by Chief of Naval Personnel.

3. Travel Time for TAD Orders

a. Travel time incident to Temporary Additional Duty (TAD) Orders will be the time required to perform travel by the mode of transportation authorized in the member's travel orders. Travel status commences and terminates as set forth in JFTR, volume I, chapter 4, part D. Except as otherwise indicated, a member is considered to be in a travel status for the entire period necessary to complete the official business directed in the TAD orders.

(1) Members directed to perform TAD away from their permanent duty station (PDS) are expected to return to their PDS immediately upon completion of the necessary official business or to their local place of residence if the return time is after the close of normal working hours.

(2) Members who would ordinarily be in a liberty status may, however, elect to remain at the TAD site in a liberty status upon completion of TDY.

(3) Similarly, members may elect to travel to the TAD site prior to commencement of the period of TDY in order to be in a liberty status at the TDY site before commencing the TAD.

b. No additional cost to the government can be incurred while in a liberty status either before or after a period of TDY. Commands preparing TAD orders should include appropriate language to permit liberty or leave prior to the commencement or upon the completion of assigned TDYs. Travel entitlements other than transportation should terminate at the start of authorized liberty. Members who are serving in an unaccompanied-by-family-member status at their PDS and who are authorized to spend

normal liberty periods at their primary residence with family members, or other authorized points, may start or stop TAD from those points provided no additional cost to the government is involved and the member would ordinarily be in a liberty status upon completion of the TAD.

c. Any other delay in returning to the PDS for personal convenience is chargeable as leave. Members who complete official business at a TAD station after 1600 hours, may delay detachment until the following day, if return travel member's PDS will exceed 2 hours by the mode of travel authorized.

(1) Normally, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations. If the time required to perform travel to, from, or between TAD stations by privately owned conveyance (POC) will exceed 1 day, and travel by POC is considered more advantageous to the government, authorization or approval must be granted by commands authorized to issue TAD orders per NAVPERS 15559B, chapter 2.

(2) This determination should be made on a case-by-case basis and based on criteria set forth in NAVPERS 15559B, chapter 2. Authorization should not be granted unless the order-issuing authority is convinced such mode of travel is clearly more helpful to the government than travel by government conveyance or public carrier.

(3) When authorization is granted for travel by POC, travel time will be calculated under procedures set forth in JFTR, volume I, chapters 4 and 5. In the absence of such authorization or approval, no more than 1 day travel time will be allowed for each leg of travel to, from, or between TAD stations.

(4) Except as provided for in MILPERSMAN 1320-080, permissive TAD authorizations involving official government business are improper. If official government business is involved, the travel must be funded and travel time is authorized.

MILPERSMAN 1320-110

TRAVEL TIME IN CONJUNCTION WITH CALL TO OR RELEASE FROM ACTIVE DUTY

Responsible Office	NAVPERSCOM (PERS-454)	Phone:	DSN 882-4179 COM (901) 874-4179 FAX 882-2693
	CNO (N13)		DSN 225-3322 COM (703) 695-3322 FAX 225-3311

Governing Directives	DOD 7000.14-R, Financial Management Regulation (DODFMR), Volume 7A, Chapter 2 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4, Part C
---------------------------------	---

1. What This Article Addresses

a. This article addresses computation of travel time for travel days and travel allowance purposes only.

b. For computation of travel time for pay purposes refer to DOD 7000.14-R, chapter 2, para. 0205.

2. **Determining Travel Time When Ordered To Active Duty.** Use the rules in table below to determine the travel time when a member is ordered to active duty:

WHEN...	THEN...	AND...
a member is ordered to active duty for a period of less than 90 days,	travel by privately owned conveyance (POC) may not be specifically authorized in the orders to active duty,	travel time computation will be per JFTR, volume I, chapter 4, part D.
a member is ordered to active duty for a period of 90 days or more,	travel by POC may be specifically authorized in the orders to active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles of the official distance of the ordered travel,	1 additional day is allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.
the total official distance is 400 miles or less,	1 day's travel time will be allowed.	
computing travel time, if the orders do not contain an hour for reporting,	the required reporting date will be charged as a day of travel.	
a date and hour for reporting are included in the orders,	consideration will be given to the amount of travel that can be performed on the day of reporting.	
a member has been ordered to active duty for a period of 90 days or more,	travel by POC may also be specifically authorized in the orders releasing the member from active duty.	
in such cases, the member actually uses a POC,	allowed travel time shall be based on 1 day for each 350 miles,	an additional day allowed for any distance in excess of multiples of 350 miles provided the excess is 51 miles or more.

3. **POC Travel Not Authorized.** Use the rules below when travel by POC is not specifically authorized:

WHEN travel by POC is not specifically authorized in the orders from...	THEN travel time will be computed in the following manner.
home to first duty station,	Using the latest schedules for the mode of transportation actually used, compute travel time based on an actual schedule, which would permit arrival at the duty station on the reporting date. If travel is performed by POC without it having been authorized, compute travel time in the same manner using the latest schedules for public surface transportation.
last duty station to home of record,	Using the latest schedules for public surface transportation, compute travel time based on an actual schedule which most nearly coincides with the departure date and time. This is without regard to the actual performance or mode of travel.

NOTE: The above is not applicable upon release from active duty incident to retirement or transfer to the Fleet Reserve.

MILPERSMAN 1320-120

TRAVEL ORDERS FOR PATIENTS AND ATTENDANTS

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

Governing Directives	BUMEDINST 6320.1E
	NAVMED P-117, Manual of the Medical Department

1. **Policy.** Orders for transfer of officers and enlisted patients between naval hospitals, or between a naval hospital and an Armed Forces medical facility of another service, are generally issued by the commanding officer of the naval hospital from which travel begins, after the transferring naval hospital has received prior approval under procedures set forth in BUMEDINST 6320.1E and NAVMED P-117.

2. **Temporary Additional Duty (TEMADD) Orders.** TEMADD orders for officer and enlisted attendants should be issued by the commanding officer of the naval hospital from which travel begins.

3. **Processing of Patients.** To expedite processing of officer and enlisted patients the service, health, and pay records should accompany the member upon transfer as specified in MILPERSMAN 1070-120.

MILPERSMAN 1320-130

INTERSERVICE ORDERS

Responsible Office	NAVPERSCOM (PERS-44)	Phone:	DSN	882-4067
			COM	(901) 874-4067
			FAX	882-2676

1. **Policy.** Details covering agreements between the military services for travel of personnel of one service detailed to duty with another service are published from time to time in Navy Directives System. Normally upon initial detail, the service (Army, Navy, or Air Force) from which the detail is made will issue the travel orders for the initial travel to the installation of the other service. Upon relief of such detailed personnel from duty with a particular service, the service making the initial detail will issue orders for the return of the members. While such detailed personnel are on duty with another service, they, as a rule, travel under orders issued by that service. Reimbursement for travel will be made by the service issuing the orders and charged to its appropriation.

MILPERSMAN 1320-140

PERMANENT CHANGE OF STATION TRANSFER ORDERS (PCSTO) REPORTING POLICY

Responsible Office	NAVPERSCOM (PERS-455F)	Phone:	DSN	882-4173
			COM	(901) 874-4173
			FAX	882-2693

Governing Directives	NAVPERS 15559B, Officer Transfer Manual NAVPERS 15909J, Enlisted Transfer Manual DFAS DJMS Procedures Training Guide (DFAS PTG) Joint Federal Travel Regulations (JFTR), Volume I OPNAVINST 1000.23B BUPERSINST 1610.10
---------------------------------	--

1. Policy

a. Officers reporting for duty in obedience to orders shall comply with Navy regulations regarding presentation and endorsement of orders. Definition of terms and other procedures for processing orders of officers are found in NAVPERS 15559B, chapter 2. Detaching and reporting endorsement procedures are found in DFAS PTG.

b. Enlisted personnel reporting for duty in obedience to orders are controlled ordinarily by travel and time schedules prepared in advance by the transferring activity depending on the method of transportation specified in the orders. When travel is involved under orders and a definite travel schedule has not been provided, in addition to proceed time, travel time is allowed under applicable directives. Definition of terms and other procedures for processing orders of enlisted personnel are found in NAVPERS 15909G. Detaching and reporting endorsement procedures are found in DFAS PTG.

2. Review of Orders Upon Arrival

a. Each command to which a member reports for temporary duty (TEM DU) shall review the orders upon reporting, including endorsements on orders, to determine whether the member arrived

prior to the time required to commence the TEMDU directed by the orders.

b. If the member arrived prior to the "report not earlier than" date specified in the orders because all or part of the leave granted in the orders was not used, the member shall be given the option of either remaining in a leave status until the required reporting date or, of terminating leave status and reporting on the date of arrival with the understanding that per diem will not commence until the date required to commence the TEMDU directed by the orders. If the member elects to report on the day of arrival with the understanding that per diem will commence at a later date, the orders shall be endorsed essentially as follows:

"Reported this date. You are not required to commence the TEMDU directed by your orders until (date); therefore, per MILPERSMAN 1320-140 and Joint Federal Travel Regulation (JFTR), para. M3050-2-1, your per diem entitlement commences on that date."

c. If early commencement is determined at the TEMDU station to be in the best interest of the Government, the orders shall be so endorsed and the per diem entitlement commencement date specified, citing this article as authority. (MILPERSMAN 1320-080, concerning orders authorizing travel with or without reimbursement, specifies acceptable reasons for early detachment and appropriate endorsements on permanent change of duty station (PCS) orders involving TEMDU en route to a new permanent duty station.)

d. The member's CO, or specified senior naval command, will perform all administrative functions necessary to support reporting personnel (see "Administrative Commander Responsibilities" below).

3. Contents of Orders

a. In time of peace, to facilitate adjustment of travel reimbursements, all orders to personnel or endorsements thereon shall clearly indicate the time, date, and place of detachment, embarkation, entry, or reporting as may be appropriate except where, within the knowledge of the command preparing orders or endorsements, such information would disclose a classified location.

b. Member's orders will identify the Pay and Personnel Administrative Support System (PASS) office responsible for their "personnel accounting support." The PASS office will perform all functions specified in OPNAVINST 1000.23B.

4. **Administrative Commander Responsibilities.** The activity to which a member is directed to "report if present, otherwise by message, for administrative purposes" is responsible for performing all functions necessary to support reporting personnel. Normally, the activity to which a member reports for duty will also be their administrative command; however, when a member's orders direct them to report to a detachment or component of a naval command for duty, the orders will direct the member to report to the parent command for administrative purposes. When a member is assigned to a permanent duty station where there is no naval administrative command (e.g., joint or unified commands, civilian universities or laboratories, other government agencies, foreign governments, etc.) the orders will direct the member to report to the nearest senior naval command for administrative purposes. The administrative commander's responsibilities include (but are not limited to) one or more of the following:

a. Keeping service and pay records, processing PCS orders and leave accounting. (For administrative commands supported by PASS for either personnel or pay or both, the above functions, as appropriate, will be performed by the supporting Personnel Support Detachment (PERSUPPDET) per OPNAVINST 1000.23B.)

b. Preparing and keeping necessary reports and forms, complete and current, pertaining to the member. (For administrative commands supported by PASS, the servicing PERSUPPDET will prepare and keep certain reports and forms per OPNAVINST 1000.23B.)

c. Personnel Accounting (unless otherwise specified in the orders).

d. Submitting NAVPERS 1610/2, Fitness Report and Counseling Record and NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) per BUPERSINST 1610.10.

e. Performance and military discipline functions, as applicable.

f. Providing funding for TEMADD travel (e.g., emergency leave, hospitalization, etc.) and preparing TEMADD travel orders.

g. Providing a means of official communication in matter of a uni-services nature.

MILPERSMAN 1320-150

VOLUNTARY RECALL OR CALL TO EXTENDED ACTIVE DUTY FOR RESERVE OFFICERS

Responsible Office	NAVPERSCOM (PERS-80C)	Phone:	DSN COM FAX	882-3208 (901) 874-3208 882-2738
-------------------------------	--------------------------	--------	-------------------	--

Governing Directives	5 U.S.C. 301 10 U.S.C. 543 and 549 SECNAVINST 1427.2A SECNAVINST 1420.1A BUPERSINST 1540.41 DOD Directive 1304.19
---------------------------------	--

1. Procedure for Applying

a. Reserve officers on inactive duty who desire voluntary extended active duty should submit a NAVPERS 1331/5 directly to the Navy Personnel Command (NAVPERSCOM) (PERS-80C). A duplicate copy of the application should be forwarded for information to the command having custody of the service record. Authority to request this information on this form is derived from 5 U.S.C. 301.

b. Recall applications from officers who are requesting a change of designator must include the following statement: "recall contingent upon approval of change of designator." Applications for recall as a TAR (XXX7) officer shall specifically request an appropriate TAR designator and submit a copy of NAVPERS 1331/5 to the NAVPERSCOM (PERS-4417).

c. Officers desiring to request augmentation may do so per MILPERSMAN 1131-020.

d. Officers without prior active naval service may apply for call to active duty under this article.

e. The purpose is to provide a means for an individual to request voluntary recall to extended active duty, and the information is used to evaluate the individual's request. The form is subsequently filed in the individual's official personnel record for any other routine management action required. Provision of the information requested is voluntary; however, failure to provide all information on the form may result in an inability to process the application.

2. Officer Requirements for Recall

a. Requirements for officers requesting recall are as follows:

(1) Unrestricted line officers, restricted line officers, Supply Corps (3105), Nurse Corps (2905), Medical Service Corps (2305), Civil Engineer Corps (5105), Chaplain Corps (4105), and JAG Corps (2505) officers in the grades of lieutenant commander and junior with a date of rank such that they will be able to complete at least 2 years active duty prior to being considered for promotion to the next higher pay grade. To meet this requirement, applicants may request date of rank adjustment per SECNAVINST 1427.2A. Aviators will normally not be approved for voluntary recall unless they are in a flight status in a unit of the Naval Air Reserve or they apply for extended active duty within 1 year of the date of their release from active duty. Officers qualified in nuclear propulsion must be screened for recall into the Nuclear Power Program prior to consideration for recall in another designator or specialty, according to BUPERSINST 1540.41.

Note: Chaplain Corps officers (4105) must have ecclesiastical endorsement from an endorsing agent approved by DOD Directive 1304.19 authorizing recall to extended active duty.

(2) Medical Corps (2105) and Dental Corps (2205) officers in the grades of commander and junior.

(3) Officers applying for the Training and Administration of Reserves (TAR) Program should not be above the grade of lieutenant commander.

(4) Any officer applying for recall should not have been severed or released as a result of non-selection to promotion to

any grade by a board convened under 10 U.S.C., Chapter 543 or 549.

b. Waiver of these recall requirements may be granted under special circumstances as the needs of the service dictate.

3. **Retired Officers.** Retired officers (XXX3, XXX9) will not normally be considered for recall.

4. **Physical Requirements.** Each applicant selected for recall to extended active duty must meet physical standards appropriate to grade as established by the Chief, Bureau of Medicine and Surgery, at the time ordered to active duty.

5. **Application Processing Procedures**

a. The normal processing time for applications is approximately 6 weeks.

b. Selection is by recommendation of a staff of officers within the Officer Development Organization of the Bureau of Naval Personnel. In addition to service needs, basic criterion for selection is whether, in the opinion of the staff, the candidate is fit by reason of age, education, previous naval and civilian experience, past performance, assignability, etc., to compete successfully on a career basis with their contemporaries, both Regular and Reserve. Officers will receive official notification of the decision reached on their recall request.

6. **Service Obligation for Recalled Officers**

a. Officers recalled to active duty must agree to remain on active duty for a minimum of 2 years unless otherwise specified in recall orders. The minimum agreement may be for a period of more than 2 years, maximum of 5 years, depending on requirements and/or duty station assignment.

b. Officers recalled into the TAR program will be required to remain on active duty for a period not less than 3 years.

7. **Administrative Procedures for Orders to Active Duty**

a. Orders to active duty for officers assigned to units of the Naval Air Reserve will be forwarded via the appropriate Naval Air Station or Naval Air Reserve Training Unit. The CO of the NAS/NAR will effect delivery of the orders and direct the place of physical examination.

b. Orders to active duty for officers other than officers in a unit of the Naval Air Reserve will be forwarded via the Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO for the area in which the officer resides. Two copies of the orders will be furnished to the Naval Reserve Personnel Center (NAVRESPERSCEN). NAVRESPERSCEN will forward the service and health record without delay to the appropriate Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO with one copy of the orders. In cases where the officer's records are not held by NAVRESPERSCEN, a copy of the orders with a notation to this effect will be forwarded by NAVRESPERSCEN to the appropriate Naval Reserve Readiness Region Commander, Naval Reserve Readiness Region Commander, Naval Reserve Readiness Center CO, or Naval Reserve Center CO which will effect delivery of the orders and direct the place of physical examination. Service and health records shall be forwarded to the activity designated to conduct the physical examination.

MILPERSMAN 1320-160

ASSIGNMENT OF OFFICERS CLASSIFIED FIT FOR LIMITED DUTY

Responsible Office	NAVPERSCOM (PERS-821)	Phone:	DSN	882-3229
			COM	(901) 874-3229
			FAX	882-2622

Governing Directive	NAVMED P-117, Manual of the Medical Department
----------------------------	--

1. Policy

a. Officers classified fit for limited duty (LIMDU), based on the recommendations of a medical board convened under NAVMED P-117, will be assigned to duty ashore by the assignment detailer, Navy Personnel Command (NAVPERSCOM). Such officers are disqualified for assignment to duty afloat or duty involving flying while in a LIMDU status. Other specific restrictions to the duty assignment will be indicated by the approved medical board or in the recommendation of Chief, Bureau of Medicine and Surgery.

b. Upon expiration of the specified period of LIMDU, the officer is reevaluated by a medical board and recommended for an additional period of LIMDU, restored to full duty, or referred for review by the Physical Evaluation Board.

c. All periods of LIMDU recommended by a Medical Treatment Facility (MTF) for officer personnel must be approved by NAVPERSCOM (PERS-821) prior to assignment detailer issuing orders. Per NAVMED P-117, a completed medical board forwarded for departmental review is required in these cases.

2. Definition. "Limited duty" is defined as a temporary assignment ashore based on the recommendations of a medical board as distinguished from an officer of the line designated for LIMDU in a technical field (i.e., LDO).

MILPERSMAN 1320-170

MEDICAL EXAMINATION OF FIREFIGHTING INSTRUCTOR PERSONNEL

Responsible Office	NAVPERSCOM (PERS-4415)	Phone:	DSN	882-4094
			COM	(901) 874-4094
			FAX	882-2682/80

Governing Directive	NAVMED P-117, Manual of the Medical Department
--------------------------------	--

1. **Policy**. Officers and enlisted members assigned to duty as firefighting instructors shall be medically examined under physical qualification standards and physical examination requirements set forth in Chapter 15 of NAVMED P-117. Such examination shall be conducted prior to the commencement of duties that expose the member to toxic fumes or inhalation of smoke or to the possibility of such exposure, and at least annually thereafter. The time interval for local rotation of firefighting instructors between duties involving exposure and nonexposure to smoke within a school or training center is to be determined by the commanding officer or the officer in charge and upon the recommendation of medical officer or senior medical department representative.

MILPERSMAN 1320-180

TEMPORARY DUTY ASSIGNMENT OF WOMEN TO SHIPS AND SQUADRONS

Responsible Office	BUPERS (PERS-00W)	Phone:	DSN	225-9230
			COM	(703) 695-9230
			FAX	224-6856

1. **Definition.** For purposes of this article, "temporary duty" includes both "temporary duty" and "temporary additional duty" as defined in MILPERSMAN 1320-010 and involving written orders.

2. **Purpose.** Temporary duty assignment of women to units is authorized and strongly encouraged for normal assignment of embarking detachments and in support of required training. Embarkation of women on both gender integrated and non gender integrated ships for normal performance of duty should be accommodated to maximum extent possible.

3. **Policy**

a. Assignment of women is in accordance with the provisions of SECNAVINST 1300.12B.

b. Women may be assigned temporary duty, without restriction, to all units except those closed to the permanent assignment of women due to direct ground combat or special operations forces missions exclusion.

c. Women may be assigned temporary duty to units, closed to the permanent assignment of women due to direct ground combat or special operations forces missions, that are not expected to conduct a combat mission during the period of temporary duty. If women are so assigned and the unit is subsequently required to be involved in a direct ground combat or special forces mission, the women may not participate in the mission and every reasonable effort will be made to remove the women prior to execution of the mission.

d. Women may embark in any unit for official purposes not requiring temporary duty orders, such as for the performance of inspections, support functions, or visits.

MILPERSMAN 1320-190

MILITARY COUPLE ASSIGNMENT POLICY

Responsible Office	NAVPERSCOM (PERS-451)	Phone:	DSN	882-4185
			COM	(901) 874-4185
			FAX	882-2693

1. Policy

a. Chief of Naval Personnel supports the collocation of Navy members married to other military members. Every reasonable effort will be made to allow military couples to move together and/or serve together whenever possible.

b. Assignments will normally be made to fill valid Navy requirements, considering the needs of the military family as well as the manning of the losing and gaining activities.

c. Whenever possible, matching projected rotation dates will be established to assist in future collocation assignments.

NOTE: Every effort will be made to accommodate each collocation request. However, this should not be construed as a guarantee or an entitlement to immediate reassignment.

2. Request Submission

a. Military couples desiring collocated assignment must separately submit requests to their detailers with command endorsement, noting their military couple status including

the name,
rank/rate,
service,
SSN, and
Specialty field (MOS)

of spouse, and number of current family members.

b. Each member must submit a copy of their spouse's request with their request to help expedite communication between the respective detailers.

3. **Requirements**. Members not presently collocated can request reassignment to a valid requirement in their spouse's area providing the following criteria are met:

a. Member requesting to be transferred has completed 1 year on board current duty station at time of transfer and, if required, a contact relief is available. Every effort will be made to achieve collocation within 1 year of request.

b. Neither member is currently in or under orders to a training status. If one or both members are going into a training status, their requests will be kept on file to help facilitate spouse collocation upon completion of training.

4. **Restrictions**. Military couples will not be permanently assigned to the same ship or same shipboard deployable command (e.g., tender with multiple unit identification codes or carrier and its associated air wing). Additionally, some isolated duty stations are also inappropriate for collocations (e.g., Diego Garcia and Adak).

5. **Simultaneous Sea Duty**. Military couples will not normally be assigned involuntarily to simultaneous sea duty (Type 2 or 4); however, military couples involving first term personnel, initial accessions, and/or personnel completing a training assignment, may require assignment to simultaneous sea duty consistent with the needs of Navy and the member's training.

MILPERSMAN 1320-200

TEMPORARY DUTY TRAVEL ENTITLEMENT POLICY

Responsible Office	CNO (N13)	Phone:	DSN	225-3322
			COM	(703) 695-3322
			FAX	225-3311

Governing Directives	Joint Federal Travel Regulations (JFTR), Volume I Paragraph U2145-B, U2145-C, U2150 Joint Federal Travel Regulations (JFTR), Volume I, Chapter 4 Joint Federal Travel Regulations (JFTR), Volume I, Appendix A, B, and D
-----------------------------	---

1. **Temporary Duty (TEM DU)**. TEMDU is duty at one or more locations, other than the permanent duty station (PDS), under orders which do not provide, at least initially, for return to the starting point.

2. **Temporary Additional Duty (TEMADD)**. TEMADD, which is a type of temporary duty, involves one journey away from the servicemember's PDS in the performance of prescribed duties at one or more places with return to the starting point directed upon completion.

3. **Determining Temporary Duty Status.** Use the following table to determine the temporary duty status of a servicemember:

WHEN a member is initially ordered to attend a course or courses of instruction at one school or installation of...	AND...	THEN the member...	AND...	AND see...
less than 20 weeks,	is uninterrupted by TEMDU/TEMADD elsewhere,	is considered to be on temporary duty under instruction/temporary additional duty under instruction (TEMDUINS/TEMADDINS) for entitlement purposes.		
20 weeks or more,	is uninterrupted by TEMDU elsewhere,	is in a duty under instruction (DUINS) status,	the location of the school(s) is the member's PDS.	
less than 20 weeks,	whose orders are amended with additional course(s) at the same school or location,	transitions from TEMDUINS/TEMADDINS to permanent DUINS,	the time remaining on the initial period of TEMDUINS/TEMADDINS, plus the additional weeks in the order modification, generate no entitlement to per diem,	JFTR, para. U2145-C.

4. **Determining Status and Duration of TEMDU/TEMADD Assignments.**

Use the rules in the table below in determining TEMDU/TEMADD assignment status, duration, and approval authority:

WHEN...	THEN...	AND see...
TEMDU/TEMADD assignments are at one location/temporary duty station,	they will normally be limited to periods not in excess of 6 months.	
TEMDU/TEMADD periods are made up entirely of a course or courses of instruction,	they are described in the table above, labeled "Determining Temporary Duty Status."	
TEMDU/TEMADD periods, containing a course or courses of instruction of less than 20 weeks at one location, are combined with other TEMDU/TEMADD not involving courses of instruction at that same location,	they are covered by this table.	
a period of TEMDU/TEMADD is at one location not involving a course or courses of instruction,	is also covered by this table.	
issuing TEMADD orders of about 6 months,	the commands must determine if the contemplated period of TEMADD is 6 months or more.	
the period of TEMADD is reasonably foreseen to be 6 months or more,	permission must be obtained from Navy Personnel Command (NAVPERSCOM) (PERS-454C),	JFTR, para. U2145-B.
periods of TEMADD, initially foreseen as lasting less than 6 months, require extension to a total period of more than 9 months,	the periods must be checked by NAVPERSCOM (PERS-454C).	
the contemplated TEMADD period is over 6 months,	the consecutive sets of orders for just under 6 months will not be issued without permission from NAVPERSCOM (PERS-454C).	

5. Using Government Mess and Quarters during TEMDU/TEMADD.

Use the rules in the table below to determine servicemember's requirements associated with the availability and use of government mess and quarters while in TEMDU/TEMADD status:

WHEN...	THEN...	AND...	AND see...
a member is ordered on TEMDU/TEMADD,	per diem is payable to the member based on the Lodgings plus system,		JFTR, volume 1, chapter 4.
the Lodgings plus system is used,	the payment of the actual expense for lodging, up to a locality based ceiling, plus a fixed amount for meals and incidental expenses is allowed.		
the orders do not include one of the circumstances listed in JFTR, para. U4400,	government quarters and mess will be used by members to the maximum extent possible,	a non-availability endorsement or control number must be obtained to be paid for nonusage of government quarters,	JFTR, volume X, chapter 4, para. U4125.
a member, who has previously received a non-availability of government quarters control number incident to a particular period of TEMDU/TEMADD,	the member need not check in again for an endorsement at the TEMDU/TEMADD site.		

WHEN...	THEN...	AND...	AND SEE...
<p>the member does not have</p> <ul style="list-style-type: none"> • a non-availability control number, • a bachelor officer quarters/ bachelor enlisted quarters (BOQ/BEQ) non-availability endorsement, or • the orders contain one of the circumstances listed in JFTR, para. U4400, 	<p>reimbursement for commercial lodging is not authorized.</p>		
<p>Navy facilities are not available, and adequate BOQ/BEQ facilities of Department of Defense components are available,</p>	<p>the member should use those facilities.</p>		
<p>government quarters are available, a government mess, e.g., a galley, is available and use is directed in orders,</p>	<p>per diem is paid at the Government Meal Rate (GMR), unless the member's certification that official duty precluded use of government meals is accepted by the Order Issuing Authority,</p>	<p>then Proportional Meal Rate (PMR) or the Locality Meal Rate (LMR) is paid as determined to be appropriate by the Order Issuing Authority.</p>	<p>JFTR, volume 1, para. U4125.</p>

WHEN...	THEN...	AND...	AND SEE...
government quarters are available, government mess is directed on orders and not available for all three meals, but is available for one or two meals,	the PMR or LMR is paid as determined to be appropriate by the Order Issuing Authority.		
government quarters are available, but a government mess is not available or its use is not directed in orders,	the LMR is paid.		
government quarters are not available,	the LMR is paid.		
GMR is directed on the orders,	if the member is traveling, the GMR is not in effect on any day the member is traveling. Only the Locality Rate is authorized,	75% of the LMR is paid on the first and last day of travel.	
a service member is to attend a formal course of instruction,	the orders must authorize the "school house commander" to determine the appropriate meal rate,	if the meal rate is available to the Order Issuing Authority, the appropriate meal rate should be noted in the orders.	

MILPERSMAN 1320-210

PERMISSIVE TAD AUTHORIZATION FOR RESIDENCE HUNTING

Responsible Office	CNO (N13)	Phone:	DSN	224-5635
			COM	(703) 614-5635
			FAX	225-3311

Governing Directive	DOD Directive 1327.5 of 24 Sep 85
------------------------	-----------------------------------

1. **Purpose**. The intent of permissive temporary additional duty (TAD) authorization is to permit servicemembers time away from their present permanent duty station (PDS) geographical area to establish housing

a. within the area of the new PDS.

b. at a designated place, when movement of dependents to a designated place is authorized under JFTR, para. U5222-D.

2. **General Policy**. Commanding officers (COs) are authorized to issue permissive TAD authorizations for the purpose of residence hunting. Upon receipt of permanent change of station (PCS) orders:

a. TAD may be authorized for up to 5 normal work days prior to execution of a PCS move.

b. This TAD period may be extended to a total of 10 calendar days, when combined with weekends, holidays, and liberty.

3. **Eligibility.** Servicemembers eligible for permissive TAD under this article are those

a. authorized to occupy non-government quarters at their new PDS.

b. assigned to

(1) unusually arduous sea duty (SECNAVINST 4650.19C and OPNAVINST 4600.16E); or

(2) to unaccompanied tours overseas, who wish to relocate their families to a designated place within the continental United States (CONUS), or an approved designated place outside CONUS under JFTR, para. U5222-D;

(3) a vessel;

(4) a ship-based staff;

(5) an afloat-based mobile unit which has a change of home port; or

(6) a shore-based mobile unit which has a change of PDS location.

4. **Specific Policy**

a. Normally, one permissive residence hunting TAD is authorized per PCS move, but the CO of the CONUS activities and afloat units, staffs, and mobile units when in CONUS, may authorize an additional residence hunting authorization in CONUS.

b. When two residence hunting periods are authorized, a total of 10 calendar days, consisting of 5 normal workdays combined with weekends, holidays, and liberty, shall not be exceeded for both permissive TAD periods.

c. Permissive TAD may not be combined with PCS-funded TAD or TDY travel, except as given in the following "Exception" paragraph.

5. **Policy Exception: Combining Funded and Permissive TADs.** If authorized by the CO, a servicemember, permanently stationed outside CONUS and in receipt of PCS orders, may combine funded

TAD orders and permissive residence hunting TAD. When this occurs:

- a. The transoceanic/international portion of the journey must be performed under the funded TAD orders.
- b. Permissive travel may be taken before and/or after arrival at the funded TAD site.
- c. Funded TAD orders shall not be issued solely to fund transoceanic/international portion of the journey of residence hunting trip.
- d. Overseas servicemember must return to old PDS upon completion of funded TAD orders/permissive residence hunting TAD to execute PCS orders.
- e. While executing permissive TAD from the funded TAD site, any additional costs incurred, other than transportation for return from the funded TAD site to the old PDS, are the responsibility of the member.

6. **Overseas Travel Policy**

- a. OPNAVINST 4630.25C allows an overseas servicemember and one dependent family member to travel with the servicemember utilizing Space A, Category 2B, when permissive TAD is granted for the sole purpose of residence hunting incident to a pending PCS.
- b. In no case may the dependent travel at government expense with the overseas servicemember, who is traveling under combined funded official TAD orders and permissive residence hunting TAD.
- c. Funded TAD orders, written to provide a permissive residence hunting TAD trip for an overseas servicemember, must always
 - (1) specify the exact dates of funded TAD and permissive TAD periods authorized, and
 - (2) also contain the clause specified in the "Funded TAD Order Clause" paragraph below.

7. **Funded TAD Order Clause**

"This permissive TAD authorization combined with funded TAD orders is issued with the understanding that you will not be entitled to reimbursement for any travel, transportation, per diem, or miscellaneous expenses incurred in execution of the permissive TAD period authorized while away from the funded TAD site. You are entitled to travel and transportation allowances according to Joint Federal Travel Regulations, Volume 1, para. U3200 between the old PDS and funded TAD site and return to old PDS.

If you do not desire to bear the expenses personally incurred during the permissive TAD portion authorized, you may choose not to execute the permissive TAD portion of these orders."

8. **Permissive TAD and Leave**. Permissive TAD may be combined with leave.

9. **Change in New PDS**. If the new PDS is changed after the member's permissive residence hunting TAD, an additional permissive TAD period may be authorized at the discretion of the transferring or receiving command.

10. **Travel and Transportation Cost Policy**. All travel and transportation costs associated with the residence hunting TAD must be borne by the servicemember.

a. TAD authorizations must indicate the member is not entitled to reimbursement. See MILPERSMAN 1320-080.

b. Servicemembers are authorized use of Space "A" travel on MAC or Navy aircraft.

c. Time spent awaiting Government transportation, following the authorized TAD period, is chargeable as leave.

d. If government transportation is unavailable, servicemembers must travel at their own expense and must return to the command by the expiration of the authorized TAD/leave period.

11. **Permissive TAD Policy at New PDS.** Permissive TAD authorizations for residence hunting shall not be permitted as part of funded official orders, except as described in the "Policy Exception" paragraph above, for a servicemember permanently assigned outside CONUS.

a. Permissive TAD for residence hunting is not authorized during the servicemember's execution of PCS orders.

b. If the servicemember does not perform the residence hunting TAD prior to detaching from the old PDS, the TAD permissive residence hunting TAD period may be authorized by the CO of the new PDS up to 90 days after the servicemember reports for duty.

c. The CO at the new PDS may authorize special liberty for the purpose of locating quarters, per MILPERSMAN 1050-290, in lieu of a residence hunting TAD authorization.

12. **Reporting to New PDS Housing Officer.** Servicemembers must report to the local housing officer, serving the new PDS, prior to signing any non-government housing agreement(s).

13. **Members Not Eligible for Permissive TAD.**

a. Residence hunting trips are **not** authorized for members who are:

(1)	New accessions to active duty.
(2)	Being released from active duty.
(3)	Retiring. (NOTE: Retiring members may be authorized Permissive Temporary Duty (PTDY) for house/job hunting. See NAVADMINS 109/92, 123/93 and 078/95 for further information.)
(4)	Receiving PCS orders to continue medical treatment.
(5)	Transferred overseas-to-overseas, when dependents must vacate government quarters, but remain at or in the vicinity of the former overseas PDS.
(6)	Required to occupy government quarters at their new PDS.
(7)	Transferred within the local area as defined by the following criteria: (a) Both the old and the new PDSs are located within the corporate limits of the same city or town, and/or (b) the servicemember will continue to commute between the current residence and the new PDS, and/or (c) the CO determines the home and the new PDS are located within reasonable commuting distance of each other and the duty involved does not require the member to relocate.
(8)	Have already established housing in the new PDS geographical area.
(9)	Relocating dependents, presently located within the old PDS geographical area, to another location within the old PDS geographical area.

b. **Definition of "Geographical Area:"** For the purpose of this article, **geographical area** is defined as the area where a member could commute daily from a residence to a PDS.